

THE STATE TRADING CORPORATION OF INDIA LIMITED, NEW DELHI
(FERTILIZERS DIVISION)

**NOTICE FOR EMPANELMENT OF INTERNATIONALLY REPUTED
INDEPENDENT THIRD PARTY INSPECTION AGENCIES/ SURVEYORS FOR
INSPECTION OF ALL TYPES OF FERTILIZERS AT OVERSEAS LOADPORTS**

REF. NO. : STC/FERT/LIA/2014-15 dated 01.05.2014

Issue Date	01.05.2014
Closing Time/Date	1100 hrs (IST) on 19.05.2014
Opening Time/Date (Opening of Pre-Qualification documents)	1130 hrs (IST) on 19.05.2014
Opening Time/Date (Opening of Charges/ Rates quoted by qualifying applicants)	After 1500 hrs (IST) on 19.05.2014

The State Trading Corporation of India Ltd. (STC) imports UREA, TECHNICAL GRADE UREA, DAP, MAP, MOP, SULPHUR, VARIOUS GRADES OF NPKS-COMPLEX FERTILIZERS, TSP, ZINC SULPHATE, SSP, ROCK PHOSPHATE, AMMONIUM SULPHATE, PHOSPHORIC ACID, AMMONIUM NITRATE and other types of fertilizers. STC is also one of the canalizing agencies appointed by the Government of India for import of Urea (on Govt. a/c). We regularly source fertilizers both in bulk and in containers loads from different countries. Every year, STC imports around 1-2 Million MT of fertilizers from all over the world.

STC intend to draw up a panel of Internationally Reputed Independent Third party Inspection Agencies/ Surveyors for undertaking Loadport Survey, Inspection and Analysis of different type of fertilizers as mentioned above in bulk as well as in container loads at various loadports all over the world. Existing empanelled inspection agencies for loadport inspection of Urea on Government account should also apply afresh against this Notice.

STC hereby invites applications on your companies' letterhead on following terms and conditions:-

1	SCOPE OF WORK	a) The scope of work shall include determination of Quality/ Quantity, conducting Draft Survey Inspection, providing daily loading reports, sampling, quality testing/analysis, providing relevant Quality/ Quantity/ other Certificates as requested by STC and/or specified in STC's purchase contracts of the fertilizers, in bulk and/or in container loads, to be loaded at various loadports all over the world, as and when imported by STC on behalf of Government of India or otherwise.
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		<p>b) Fertilizers will be required to conform to the specifications and analytical procedure stipulated in FCO (Fertilizer Control Order), 1985 and Amendments thereof as well as purchase contracts entered into between STC and the suppliers.</p> <p>c) In addition to various job and responsibilities of Loadport Inspection agencies as defined in STC's Tender document and/or purchase order/contracts, Illustrative scope of work is as per Annexure I.</p> <p>d) Successful/nominated agency has to ensure completion of all jobs/scope of work as per STC's tender/purchase orders from time to time and shall not be limited to details provided in Annexure I.</p> <p>e) The Surveyors will be required to provide following information at various stages during the course of shipment as follows:-</p> <ol style="list-style-type: none"> i. Surveyors to intimate STC on the arrival of the vessel at loadports, NOR tendered, NOR accepted, loading commenced, draft survey, loading status, stoppages, departure of the vessel, etc. on daily basis. ii. Before the vessel takes berth, name of inspectors who will conduct the inspection and condition of the hatches and cleanliness of holds etc. shall be indicated. iii. Surveyors are required to provide daily report on loading status, disruptions in loading along with its duration and reasons for the same. iv. Quantity of Fertilizer cargo actually loaded on the ship along with certification that the inspectors are present at time of determining weight by draft survey/weight bridge. v. System of loading the cargo (by conveyors / grabs/ barges, etc.). vi. Weather conditions prevailing at the time of loading to be informed from time to time. vii. Physical condition and colour of the cargo. viii. Whether there was any scope for moisture absorption by the cargo on way from factory to ship. If so, state measures taken by suppliers for protecting the cargo. ix. During the course of loading, if any development such as rain/snow fall, admixture of foreign material, etc. takes place which is likely to affect the quality & weight of the cargo, the same should be notified promptly to STC. x. In case of stoppage in loading due to unforeseen events, whether the supplier took adequate steps to protect the cargo at the time of loading and after loading and to minimize the losses.
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		<p>xi. On completion of loading of the vessel, total weight as determined by draft survey is to be given. The inspector should also confirm that trimming (for bulk cargo) is not done by use of bull-dozers.</p> <p>xii. After analysis of samples, inspectors should indicate the specifications of material and whether it is in conformity with contractual specifications. Any deviation should be clearly brought out and to be intimated to STC at once. Name of the Laboratory where analysis is conducted should be mentioned.</p> <p>xiii. Confirmation that representative sample were taken as per contract clause and submitted to laboratory.</p>
2	CARGO	Bulk/ Containerized
3	SPECIFICATIONS	<p>As per Indian FCO (Fertilizer Control Order), 1985 and Amendments thereof from time to time.</p> <p style="text-align: center;">OR</p> <p>As provided by STC.</p>
4	METHODS OF ANALYSIS	Inspection Agency to specify the method of inspection/ analysis used by them for fertilizers.
5	QUALIFICATION	<p>The applicant should be :</p> <p>a) Member of International Federation of Inspection Agency (IFIA).</p> <p>b) Having laboratories/ offices/ presence in major fertiliser exporting countries especially in Iran, China, Ukraine, Vietnam, AG Countries, CIS Countries.</p> <p>c) Having fertiliser inspection and quality analysis laboratories at various major loadports all over the world with equipments conforming to state of the art technology.</p> <p>d) All the laboratories must be fully accredited (local standards + ISO 17025) by concerned Accreditation associations/bodies in respective countries e.g. China National Accreditation Service for Conformity Assessment for China, AAC “Analitice” for Russia.</p> <p>e) The applicants must have satisfactorily handled at least 5 lakh MTs of Urea, DAP, MAP, MOP and other fertilizers put together for survey and quality inspection activities at loadport of major exporting countries during last 3 years.</p> <p>f) The applicant/agency should not have been blacklisted/ banned for participation in any Empanelment/Tender intended by Government or by any Government Undertaking in India for inspection of fertilizers at loadports. The supplier shall have to submit an UNDERTAKING to this effect at the time of application for pre-qualification. In case of</p>

		<p>submission of false declaration (found at any stage), such supplier shall be disqualified.</p> <p>Applicants have to submit documentary evidence in support of all above.</p>
6	NON REFUNDABLE PROCESSING FEES	Applicants have to submit a non refundable processing fee of Rs. 10,000/- in the form of Demand Draft favouring “The State Trading Corporation of India Ltd.” payable at New Delhi.
7	BID SECURITY	Applicants shall submit Bid money of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of a demand draft payable in favour of STC of India Limited payable at New Delhi. The Bid money shall be converted into a Performance Guarantee amount on award of the contract and shall remain with STC for 30 months from the date of commencement of the contract.
8	DETAILS/DOCUMENTS TO BE SUBMITTED AS PER ANNEXURE II	<ul style="list-style-type: none"> a) Copy of recent active membership of International Federation of Inspection Agency (IFIA). b) Letter of Authority in favour of local agent on the letter head of principal as per Annexure IV. c) Demand Draft of Rs. 10,000/- towards Non-refundable processing fee as per Point No.6 above. d) Demand Draft of Rs. 50,000/- towards Bid Security as per Point No.7 above. e) Details of countries along with name of ports where your laboratories/offices are present and for which services are being offered. f) Details of fertiliser inspection and quality analysis laboratories, their locations and equipments available for each port for which services are being offered. g) Details of draft survey, quantity and quality inspection activities carried out at various loadports of various major exporting countries of fertilizers during last 3 years along with supporting documents. h) Details of corporate clients for whom inspection services are being carried out on regular basis along with supporting documents. i) Details/names of Accreditation associations/ bodies and the countries from whom accreditation certificates for laboratories have been obtained along with copies of respective Accreditation Certificates. j) Copy of valid inspection authorization issued by Iranian National Standardization Organization (INSO) or equivalent agency may be submitted, if available, as per the requirement of Iranian law/ Govt. It may please be noted that inspection job for Iranian origin cargo will only be offered to those agencies who hold valid authorization.

		<p>k) Audited annual accounts and balance sheets for last three years.</p> <p>l) Copy of Tax Residential Certificate (TRCs) issued by Tax Authority of respective country and a certificate on disclosure about the existence of permanent establishment of organization in India, if any, is required to be submitted. This certificate is required in pursuance of the terms of double taxation avoidance agreement.</p> <p>m) Indian PAN no. (if any).</p> <p>n) Undertaking on not being blacklisted/ banned for participation in any Empanelment/Tender intended by Government or by any Government Undertaking in India for inspection of fertilizers at loadports as per format at Annexure V.</p> <p>o) Consent letter for acceptance of loadport Inspection charges for Urea on Government account as per Annexure-VI.</p> <p>p) Acceptance to all the terms and conditions of this Notice by way of signing and stamping on each page.</p>
9	INSPECTION CHARGES/RATES AS PER ANNEXURE-III	<p>a) For Urea imported on Government account (Serial No.1 of Annexure-III), applicants to quote their lowest rates for inspection charges. Payment shall be made at the quoted rate OR approved/fixed rate of Department of Fertilizers, Ministry of Chemicals & Fertilizers, Government of India for loadport inspection of Urea on Government account, whichever is lower. The current approved/fixed rate of DOF for loadport inspection of urea on Government account is USD 0.07 PMT. Applicants to submit consent letter (as per format at Annexure-VI) on their company's letter head for the same. Applicants who do not accept this clause will not be empanelled for loadport inspection of Urea on Government account.</p> <p>b) For other fertilizers (Serial No. 2 to14 of Annexure-III), item-wise empanelment shall be done only of those applicant(s) who would quote lowest rates for each item.</p> <p>c) The rates are to be quoted in US\$ (Cents) per metric tonne (all inclusive) separately for different fertilizers as per format at Annexure III.</p>
10	VALIDITY OF APPLICATIONS AND OFFERED CHARGES/RATES	Applications and offered charges/rates to be kept valid till 1730 hours IST of 19.06.2014 for acceptance failing which they may be liable for rejection.
11	TERM OF EMPANELMENT	Two (2) years from date of empanelment. Extension by one year after expiry of 2 years at sole discretion of STC.

12	PAYMENT	Payment of inspection charges will be made by STC after presentation of requisite documents viz. Invoices in triplicate along with originals of various certificates including Certificate of Quality, Certificate of Quantity, Certificate of Inspection and Weight, Certificate of Cleanliness of holds, Loadport Draft Survey Report etc.
13	SUBMISSION OF APPLICATIONS	<p>a) The applications are required to be submitted in TWO BID SYSTEM consisting of documents required for pre-qualification as per Annexure-II and Inspection charges/rates as per Annexure-III separately in two separate envelopes. Both the envelopes should be separately sealed and superscribed with Ref. No. & Date, Name & address of Applicant and Date of opening. Both envelopes should thereafter be kept in a bigger envelope and sealed. This envelope should also be superscribed with the Ref. No. & Date, Name & address of Applicant and Date of opening.</p> <p>b) Applications are to be submitted on your company's letter-head. Documents to be signed by authorized representative of principal company. In case documents are signed by an authorized agent, the letter of authority (strictly as per enclosed proforma at Annexure IV) has to be submitted along with the application.</p> <p>c) Applications may be addressed to Sh. Surendra Sharma, Chief Manager (Marketing), Fertilizers Division, STC of India Ltd., Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001 (India).</p> <p>d) Applications may be submitted physically by dropping in a box kept conspicuously on the Ground floor (main reception) of STC.</p>
14	LAST DATE OF SUBMISSION OF APPLICATIONS	The last time and date of submission of applications is 1100 hours IST of 19.05.2014. Any application received after prescribed date and time are liable to be rejected.
15	GENERAL TERMS	<p>a) Inspection Agency will be required to ensure that inspection certificates reach STC within maximum 7 days of the bill of lading date.</p> <p>b) STC reserves the right to reject the offer or any portion thereof or to accept any portion of the application and to appoint more than one inspection agency in each country/port without assigning any reason.</p> <p>c) Incomplete applications are liable to be rejected.</p> <p>d) STC does not commit for any assured business and it shall be at STC's discretion to appoint any Inspection agency at any/all loadport(s).</p> <p>e) TDS/Withholding tax shall be deducted as per statutory requirement.</p> <p>f) Existing empanelled inspection agencies for loadport</p>

		inspection of Urea on Government account shall also apply afresh against this Notice. With the empanelment of the new panel against this Notice, the existing panel of loadport inspection agencies for import of Urea on Government account shall stand scrapped.
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DUTIES AND RESPONSIBILITIES OF INSPECTION AGENCIES

1. As and when required, Inspection agencies will carry out pre shipment inspection at the overseas loadports with a view to ensure that fertilizers offered for shipment is as per specifications stipulated in the purchase contracts entered into between STC and the suppliers.
2. Prior to commencement of loading, inspectors will inspect hatches, holds and the hatch covers to determine the suitability of vessel for carrying fertilizers.
3. The inspector will be present throughout loading period. Samples to be drawn as per procedure stipulated in FCO (Fertilizer Control Order), 1985 & amendments thereof from time to time and/or purchase contracts entered into between STC and the suppliers.
4. All sub lot samples should be thoroughly mixed and riffled to make a composite sample for the analysis. Part of the composite sample should be forwarded to STC/agency nominated by STC for records.
5. The sample will be analysed as per the International standard methods prescribed in the Purchase Contracts of STC and the Fertilizer (Control) Order 1985 (as per latest amendments).
6. For Bulk shipment, the weight of the cargo shall be determined through draft survey in association with the master of the vessel. The name of the agency conducting draft survey should be indicated. For bagged/containerized cargo, method of determining weight to be clearly spelt out in report.

7. **PREPARATION OF SAMPLES**

Consolidation of increment samples into the gross sample and sample reduction by riffling shall be according to Procedure No. 3 II OS Page 49 of NPFI Analytical Methods (Revised Edition).

8. **DISTRIBUTION OF OFFICIAL SAMPLES**

The official sample obtained may be divided into 4 equal parts one part each by means of riffling that package of fertilizer obtained from all increments. One of the 4 parts is for analysis by the inspection agency, one to be made available to the seller upon request, and of the remaining 2 such parts one shall be retained by the inspection agency for a minimum period of 6 months for possible use by a reference chemist and one part is to be forwarded to STC/agency nominated by STC.

9. **ANALYSIS OF SAMPLES**

The official sample obtained shall be analysed based on analytical method specified in the contract between buyers and the sellers. The results of analysis shall be made available promptly to the buyers and all others concerned including suppliers for negotiating documents through Bank. Analysis should be done by the inspection agency in their own Laboratory by qualified chemists.

10. **REPORT AND CERTIFICATION**

Upon collection of analysis of the material for each shipment, certificate of inspection shall be issued by the Inspection Agency to the buyers and sellers. The inspection agency shall ensure that the certificates are made available promptly by in any case not later than a period of 7 days from the date of sailing.

PRE-QUALIFICATION APPLICATION FORMAT
(ON APPLICANT’S LETTER-HEAD)

REF. NO. : STC/FERT/LIA/2014-15 dated 01.05.2014

Appl. Ref. No. _____

Date _____

1) Name of Applicant : _____
Address : _____

Contact Person Name : _____
Telephone No: _____; Fax No. _____; E-mail ID: _____

2) Name of the authorised Local agent : _____
Address : _____

Telephone No: _____; Fax No. _____; E-mail ID: _____

3) Details of countries along with name of ports where laboratories/offices are present and for which services are being offered (please enclose supporting documents):

4) Details of fertiliser inspection and quality analysis laboratories, their locations and equipments available for each port for which services are being offered (please enclose supporting documents):

5) Details of draft survey, quantity and quality inspection activities carried out for fertilizers at various loadports of various major exporting countries of fertilizers during last 3 years (please enclose supporting documents):

6) Details of corporate clients for whom inspection services are being carried out on regular basis (please enclose supporting documents):

7) Details/names of Accreditation associations/ bodies and the countries from whom accreditation certificates for laboratories have been obtained (please enclose copies of all respective certificates):

- 8) Copy of valid inspection authorization issued by INSO (Iranian National Standardization Organization) or equivalent agency for inspection of Iranian origin cargo enclosed: Y/N
- 9) Copy of valid IFIA membership enclosed: Y/N
- 10) Letter of Authority in favour of local agent enclosed as per Annexure – III: Y/N
- 11) Demand Draft of Rs. 10,000/- towards Processing Fee enclosed: Y/N
- 12) Demand Draft of Rs. 50,000/- towards Bid Security enclosed: Y/N
- 13) Validity of Application: Upto 1730 hrs IST of 19.06.2014
- 14) Audited annual accounts and balance sheets for last three years enclosed: Y/N
- 15) Copy of Tax Residential Certificate (TRCs) enclosed: Y/N
- 16) Indian PAN no. (if any): _____
- 17) Undertaking on not being blacklisted/ banned by Government or by any Government Undertaking in India for inspection of fertilizers at loadports as per Annexure-V enclosed: Y/N
- 18) Consent letter for acceptance of loadport Inspection charges for Urea on Government account as per Annexure-VI enclosed: Y/N
- 19) Acceptance to the terms and conditions of STC's Notice for empanelment (each page duly signed and stamped) enclosed: Y/N
- 20) Deviations from STC's Terms & Conditions, if any :

 (Applications with deviations are liable to be rejected at sole discretion of STC)

We have carefully gone through all the terms and conditions of this document and hereby agree to abide by the same without any condition/deviation.

Name & Signature of the Applicant
With Seal of Designation

Place:
Date:

FORMAT FOR QUOTING CHARGES/ RATES FOR INSPECTION AT LOADPORTS
(ON APPLICANT’S LETTER-HEAD)

REF. NO. : STC/FERT/LIA/2014-15 dated 01.05.2014

Appl. Ref. No. _____

Date _____

1) Name of Applicant : _____
Address : _____
Contact Person Name : _____
Telephone No: _____; Fax No. _____; e-mail ID: _____

2) Name of the authorised Local agent : _____
Address : _____
Telephone No: _____; Fax No. _____; e-mail ID: _____

3) Charges/ Rates for carrying out Inspection at loadports:

S.No.	Item	Rates per MT in USD (all inclusive)	
		Bulk Fertilizers	Bagged in container loads
1	UREA- Fertilizer grade on Govt. A/c*		-----
2	Technical Grade Urea		
3	DAP (Di- Ammonium Phosphate)		
4	MAP (Mono- Ammonium Phosphate)		
5	MOP (Muriate Of Potash)		
6	Sulphur		
7	Variuos grades of NPKS - Complex Fertilizers		
8	TSP (Triple Super Phosphate)		
9	Zinc Sulphate		
10	SSP (Single Super Phosphate)		
11	Rock Phosphate		
12	Ammonium Sulphate		
13	Phosphoric Acid		
14	Ammonium Nitrate		

* Payment will be made at DOF’s approved rate or quoted rate, whichever is lower.

Name & Signature of the Applicant
With Seal of Designation

Place:

Date:

(ON COMPANY'S LETTER HEAD)

To
M/s State Trading Corporation of India Limited,
Jawahar Vyapar Bhawan,
1, Tolstoy Marg,
New Delhi-110001.

Re: LETTER OF AUTHORITY

REF. NO. : STC/FERT/LIA/2014-15 dated 01.05.2014

Dear Sir,

We _____ (Name of the Applicant) against and existing under the Laws of _____ (Name of the Applicant's country) having its registered/principal office at _____ hereby appoint _____ Agency (Name of the agent) at _____ as our agent to do in our name all or any of acts mentioned herein under. concerning STC's referred Notice for empanelment of Internationally Reputed Independent Third Party Inspection Agencies/ Surveyors for inspection of all types of fertilizers at overseas loadports on behalf of STC of India Limited:

- i. To sign and submit application on our behalf and participate in the above referred Notice for empanelment of Inspection Agencies.
- ii. To receive letter of intent/order from STC on our behalf and to sign relevant documents in connection therewith.
- iii. To do all other acts in connection with the above referred Notice for empanelment of Inspection Agencies as our agent.

We do hereby agree to ratify and confirm whatsoever our said agent shall do or cause to be done by virtue of this Letter of Authority.

This Letter of Authority comes into effect on and after _____ (mention date, month and year) and shall remain in full force and effect until revoked by our further notice in writing to STC.

Thanking you,

Yours faithfully,

(Signature of Authorised Representative of
Principals with name and full address)

Signature of Authorised Person(s) of Local Agent

1. _____
2. _____

Signature of local agent's authorized person is duly attested
(to be signed by the representative issuing this letter of authority)

ANNEXURE-V

(ON COMPANY'S LETTER HEAD)

To
M/s State Trading Corporation of India Limited,
Jawahar Vyapar Bhawan,
1, Tolstoy Marg,
New Delhi-110001.

REF. NO. : STC/FERT/LIA/2014-15 dated 01.05.2014

**Subject: Empanelment of Third Party Inspection Agencies/ Surveyors at overseas
Loadports - UNDERTAKING**

Dear Sir,

We, _____(Name of the Organisation), hereby confirm and acknowledge that we have not been blacklisted/banned for participation in any Empanelment/Tender intended by Government of India or by any Government Undertaking in India for carrying out Inspection Agency's jobs at loadports or otherwise.

Thanking You

Yours faithfully

(Name and Signature of the Authorized Person)

ANNEXURE-VI

(ON COMPANY'S LETTER HEAD)

To
M/s State Trading Corporation of India Limited,
Jawahar Vyapar Bhawan,
1, Tolstoy Marg,
New Delhi-110001.

REF. NO. : STC/FERT/LIA/2014-15 dated 01.05.2014

Subject: Empanelment of Third Party Inspection Agencies/ Surveyors at overseas Loadports – Consent letter for acceptance of loadport inspection charges for Urea on Government account.

Dear Sir,

We, _____(Name of the Organisation), hereby confirm our unconditional acceptance/ consent for loadport Inspection charges at the rate fixed by Department of Fertilizers, Ministry of Chemicals & Fertilizers, Government of India (present rate- USD 0.07 PMT) OR the rate quoted by us, whichever is lower, for loadport inspection of Urea on Government account.

Thanking You

Yours faithfully

(Name and Signature of the Authorized Person)